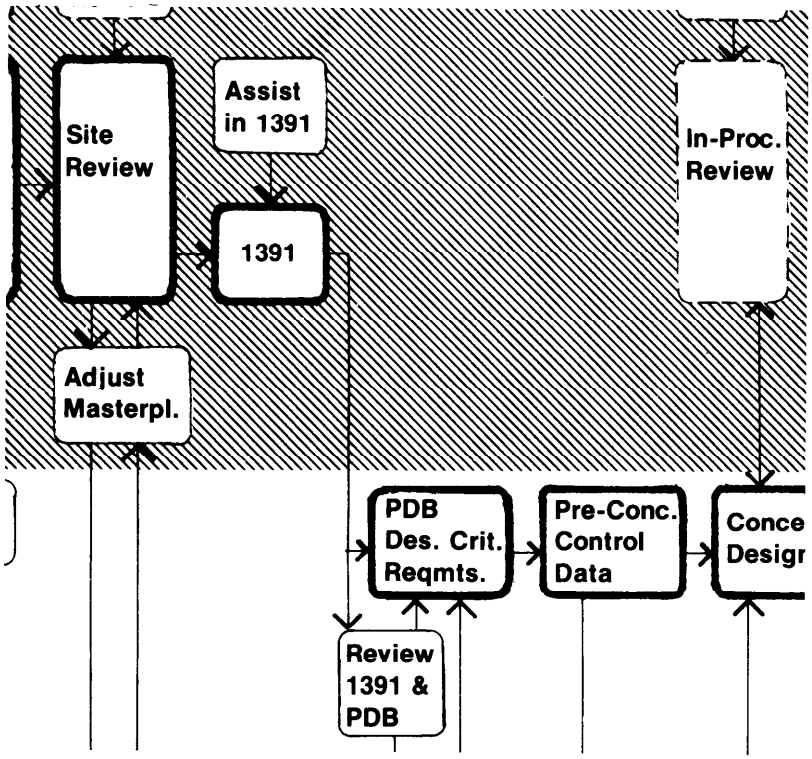
Chapter 1: Introduction



Contents Page

1-1 Purpose

a. Design. This guide provides the basic criteria for design of Army Dependent Youth Activity Centers (DYAC), and for evaluation of such designs. It is intended to aid architects in development of designs from initial schematics to detailed development, to assist Corps of Engineer personnel in evaluating the designs, and to help lay people-both Morale Support Activities personnel and users of the facilities-understand and participate in the design process. The guide, in conjunction with other Army and Department of Defense criteria and procedures, is directed toward the development of realistic, cost-effective facilities which best accommodate the Youth Activities programs.

b. Planning. This guide is also intended to provide guidance for Morale Support Activities personnel, youth and parents who use the facilities, and facility engineers, in setting specific requirements for their DYAC's, and in post-wide planning for Youth Activities facilities, for inclusion in military construction programs.

c. Improvement. It is expected that Morale Support Activities personnel and DYAC users will find additional use for this guide in evaluating existing facilities, developing improvements and renovations, and better utilizing present DYAC's.

1-2 Scope

a. General. This Design Guide is applicable to all construction projects for Army Dependent Youth Activity Centers, whether for new construction or for altering existing space. While it provides basic criteria for DYAC facilities, additional information must be obtained at the installation level to identify the unique requirements of local activities and the design parameters of specific programs and sites. The guide does provide procedures for assembling the required information, and standards and illustrative examples for consideration by the responsible agencies in development of their project requirements and designs.

This Guide presents the concept of two types of Youth Activity Centers–Main DYAC's and Neighborhood DYAC's–and of systems of these facilities located to serve the entire installation. The primary goal of the facilities program for Youth Activities is to construct new Main DYAC's. A secondary goal is to provide Neighborhood DYAC's, where appropriate, in renovated existing facilities or through new construction (see Chapter 3 for full explanation).

b. Case Studies. The DYAC Design Guide presents four hypothetical case studies as examples of the application of criteria and principles for determining project requirements, locating facilities and developing design solutions for different sizes and types of Dependent Youth Activity Centers. The case studies are not intended to be used as definitive designs. Each local installation will require individual development of program requirements and designs responsive to local conditions, utilizing the procedures and guidance provided in this Design Guide.

1-3 Format

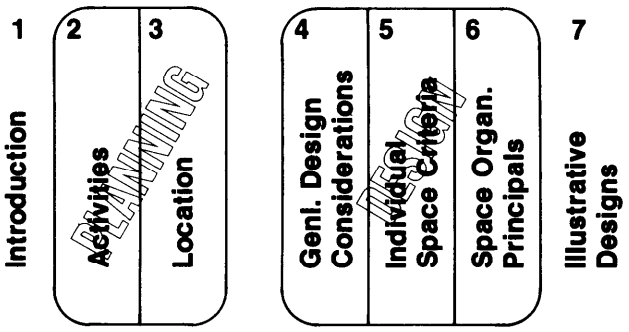


Figure 1-1 Organization of DYAC Design Guide

This guide is organized to provide information applicable to the major steps of the planning and design process for DYAC's. It is designed to encourage the development of requirements and solutions responsive to the individual variables of each installation.

The Design Guide consists of two major sections–I. Planning and II. Design–which represent the major stages of development of a DYAC facility. These are divided into seven chapters, as follows:

1. Introduction: overall purposes and organization of the Design Guide, explaining to the reader how to use the guide in the DYAC Project Development process.

I. Planning

2. Activities: goals of the Youth Activities Program, who the users are, what activities might be provided, and the processes of determining the activity program for a specific DYAC.

3. Location: considerations involved in choosing sites for DYAC's, in particular the alternatives of having a centralized location or a dispersed system of main and neighborhood centers.

II. Design

4. General Design: major design objectives and considerations which affect the entire building, with a summary chart relating the key developmental needs of the youth to the design implications of those needs.

5. Individual Space Criteria: functional, architectural, dimensional, relational and technical criteria for each individual space of the DYAC.

6. Space Organization Principles: significant concepts involved in organizing the individual DYAC spaces into a whole building.

7. Illustrative Designs: four design case studies which illustrate the planning, programming and design guidelines contained in the main body of this Design Guide.

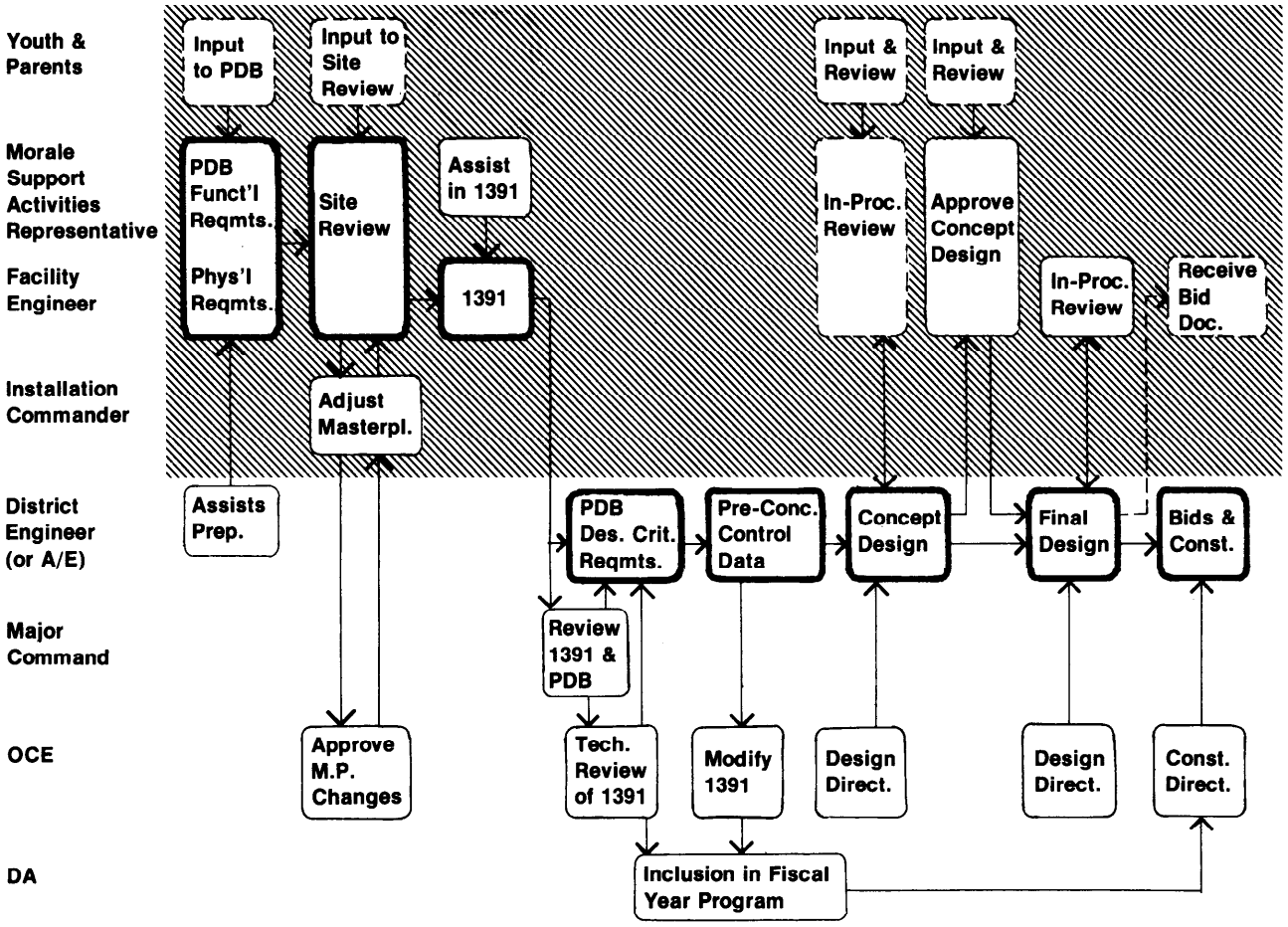
This organization of the design guide is shown diagrammatically in figure 1-1.

1-4 Responsibilities

To use this guide, it is important to understand the DYAC Project Development Process and the responsibilities of the people involved.

a. DYAC Project development Process.

This Project Development Process for construction of Dependent Youth Activity Centers, funded by MCA appropriation, is represented diagrammatically in figure 1-2. Prior to these steps, the Installation Planning Board (IPB) has already approved a masterplan including the location of a Youth Activity Center site, and a priority list for new construction projects. Thus the "site review" indicated in figure 1-2 actually represents reconsideration of a previous siting decision, and possible modifications to the approved masterplan and construction priorities. In addition, a Project Summary (PS) has also been prepared (see TM 5-800-3) to accompany the initial (one page) DD



Notes: Bold-outline boxes are primary actions required; others are support/responsive. Shaded area represents on-post agencies and people.

Figure 1-2 DYAC Project Development Process

form 1391 to provide preliminary information about the project to the MACOM.

Upon notification that a DYAC has a high probability of being included in the MACOM's Short Range Construction Program (SRCP), the Facility Engineer arranges to have a detailed Project Development Brochure (PDB) prepared, based on the Project Summary previously submitted. The functional description of the PDB–the activities and operations of the Youth Activities Program within the center–is written by the Morale Support Activities representative. The physical requirements–siting, site development, general architectural and technical aspects–are developed by the Facility Engineer, with interaction with the Morale Support Activities representative as required. The Facility Engineer also has the option of asking assistance from the District Engineer in preparing the PDB.

DD Form 1391, Military Construction Project Data with detailed justifications, is the essential documentation required for decisions on the project by the Major Command. Army Headquarters uses the 1391, with MACOM input, to further refine DA construction priorities. The 1391 is primarily the responsibility of the Facility Engineer, with input from Morale Support Activities. It is a detailed justification of the need for the project, including descriptions of the general physical characteristics of the facility, quantitative data, and cost estimates. The final submittal of DD form 1391 will have the PDB attached.

For the remainder of the Project Development Process, primary responsibility shifts to the District Engineer's office. The District Engineer develops the design criteria, and handles concept design, final design and construction administration, or contracts the design to an outside architect/engineer. Although this takes place away from the installation, these steps are based on the functional and operational requirements in the PDB and 1391. There will also be an opportunity for review and approval of the Concept Design by the Facility Engineer, Morale Support Activities and user representatives. As this is the final point of control of the resulting facility by the installation and the using service, it is a critical review for satisfaction of the users' projected needs.

Figure 1-3 indicates which chapters of the Design Guide should be referenced for each step of the Project Development Process. In reality, the process of planning and design is cyclical and itera-

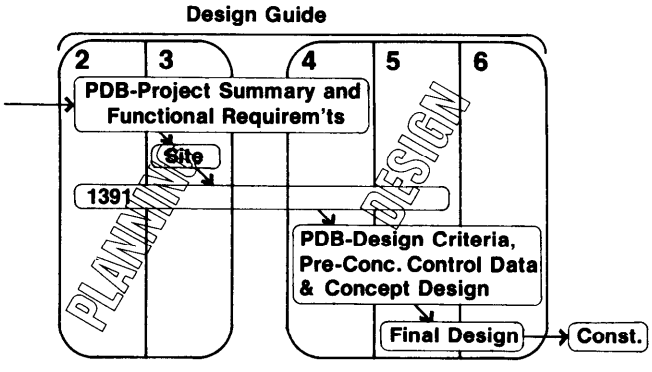


Figure 1-3 DYAC Project Development Process and the Design Guide

tive, not direct. The user of this guide should expect to refer to the chapters in varying order, as needed by the progress of the process.

b. Responsibilities of Key Agencies.

The roles of each key agency in the DYAC Project Development Process are as follows:

(1) Installation and Using Service. The Using Service is that element which will occupy and use the facility being planned. The representative of the Using Service is the installation commander. In developing a construction project, the Facility Engineer and Morale Support officer assume the responsibility of the installation and the Using Service, to include:

- Development of functional requirements in conjunction with the criteria in this guide.
- Justification of functional requirements falling beyond the scope of the criteria.
- Preparation and submission of the Project Summary and Project Development Brochure required by AR 415-20.
- Obtaining installation action to gain site approval if the project is not sited in accordance with HQDA-approved masterplan.
- Preparation and submission of DD Form 1391 and supporting data in accordance with AR 415-15.
- Approval of concept designs to certify compliance with functional requirements.

(2) Design Agency. The Corps of Engineers field office responsible for design will ensure that:

- Functional requirements of the using service are recognized and incorporated into the project design.
- Requirements of the using service are in accordance with the criteria in this guide.
- Deviations from criteria requested by the using service are completely justified in project design analysis, and are coordinated with the using service prior to change.
- Quality standards for overall design are emphasized as stated herein.
- Detailed early planning for coordination of applicable design criteria and appropriate design disciplines is provided, to avoid later disruption by requirements not previously considered.
- Assemblage of user information is complete at the completion of the project, and is provided, together with the completion records required by AR 415-10, to the using service.

c. User Involvement.

The users of the DYAC–the youth, their parents, and interested community groups–should be involved in the planning, programming, design and operation of the facilities to the maximum extent feasible. These people provide a unique understanding of the needs for the facility and a valuable perspective on its operation. In addition, involvement in creating the program and the facility will increase their sense of commitment to it, and the likelihood of its success.

The top line of figure 1-2 indicates the opportunity for input by these users in the Project Development Process, and recommended points of interaction between the users and the Morale Support Activities staff. Decision-making responsibility for the Youth Activities Program remains with the Morale Support Officer, but he should consult with the Youth Activities staff and interested users to get their input at the key steps. This input should then be integrated by the Morale Support Activities staff and Facility Engineer in their joint efforts at each step of the process.

A “User Committee” should be organized as the vehicle for this user input. Each installation should develop its own user participation process, as appropriate; but the more effective this process is, the more it will help ensure the success of the DYAC project. The committee should hold meetings on a set schedule with structured formats and specific topics leading to tangible products. The User Committee should represent the full range of interested users of the facility, including a set of participants such as: two Morale Support Activities staff; two youth (probably teenagers); two parents; two volunteer staff; Facility Engineer’s office representatives; and representatives of on-post organizations such as the Community Life Program, PTA, Community Services Council, or NCO/Officers’ Wives Club. The youth participants could be elected by all the using youth, whose views they would represent, based on large group meetings open to all the youth.

d. Design Services.

Architects selected for DYAC's should be experienced in the design of youth activities facilities or buildings with similar functions, responding with imagination to individual use programs, project criteria and sites. The architects must integrate design quality, functional efficiency and cost control, with efficient project procedures. They should be able to accommodate the physical and psychological requirements of the users in all phases of the project, from building design to detailed construction and interior design.

1-5 References

The following references are important in understanding the functions of Dependent Youth Activity Centers, the procedures for their planning and development as part of military construction programs, and the records to be transferred to the using service upon completion of the project.

a. Functional Needs

AR 28-I Welfare, Recreation, and Morale; Army Morale Support Activities

b. Project Planning and Development

DOD 4270.1-M Department of Defense Construction Criteria Manual

AR 415-15 MCA Program Development

AR 415-17 Empirical Cost Estimates for Military Construction

AR 415-20 Project Development and Design Approval

c. Completion Records

AR 415-10 General Provisions for Military Construction